

# the ★★ mid-atlantic archivist

an occasional  
publication of the  
Mid-Atlantic Regional  
Archives Conference (MARAC)

Volume 2 Number 2

April 1973

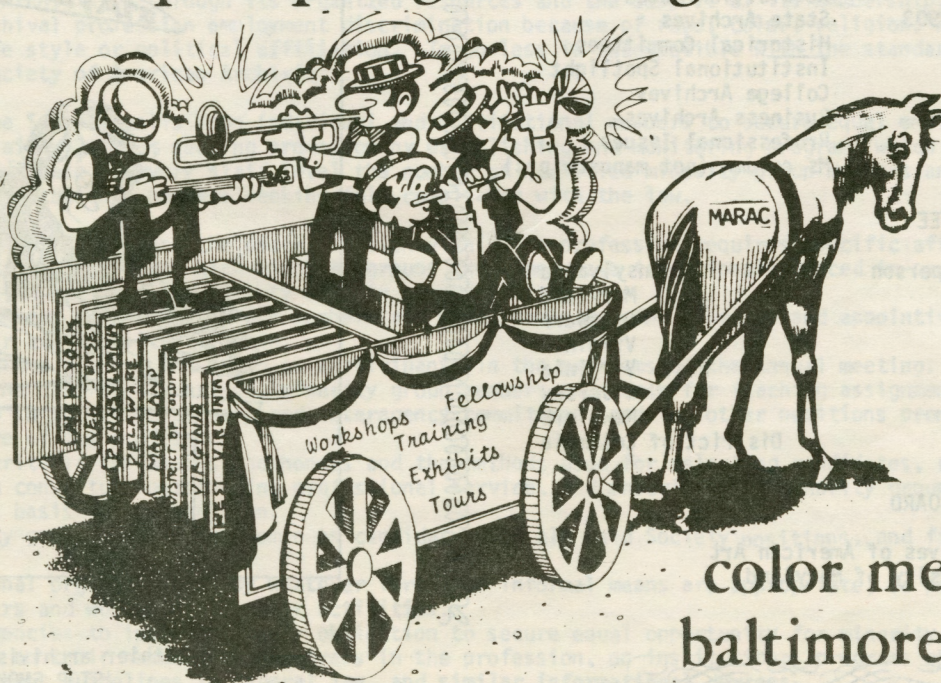
✓ As the MID-ATLANTIC ARCHIVIST reported last February, our stint in Baltimore on Friday and Saturday, May 4 and 5 at the Downtown Holiday Inn will certainly be a memorable experience.

We rest our case on the following facts: (1) As of the time the newsletter went to press, the responses from the questionnaires were overwhelming, and based on last fall's experience with walk-in registrations, MARAC Treasurer Nancy Zembala estimated that this meeting will far outdistance the previous one at Wilmington; (2) our hotel package far undersells any we have heard of here or anywhere else: \$26.00 double occupancy (each person) and \$28.00 single occupancy. This, of course, is the American Plan, and includes lodging for the night of May 4-5, two business lunches, (Chicken on Friday, Swiss Steak on Saturday), and breakfast on Saturday morning, any menu (please pay the tip at breakfast). (3) Five concurrent sessions at all times to give everyone the widest (see page 17) choice -- under similar circumstances, has anyone done better?; (4) two exhibitors: Velo-Bind, a subsidiary of A. B. Dick Company, and the Hollinger Box Company, an archives standby, from Arlington, Virginia; (5) free parking available for registered guests of the hotel; (6) your choice of Baltimore area tours, including ones at our two hosting institutions, the Maryland Historical Society and the University of Baltimore; (7) free coffee and danish one day for as long as they hold out; (8) a projects "happenin'" in which all members will have an opportunity to initiate ideas, trade experiences, meet new friends (this would be an excellent opportunity to volunteer for work on the newsletter); and, (9) a look at a computer application to an archives, or, in Adele Newburner's words: "how one really works!" followed by a tour of her entire activity.

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## super spring meeting issue

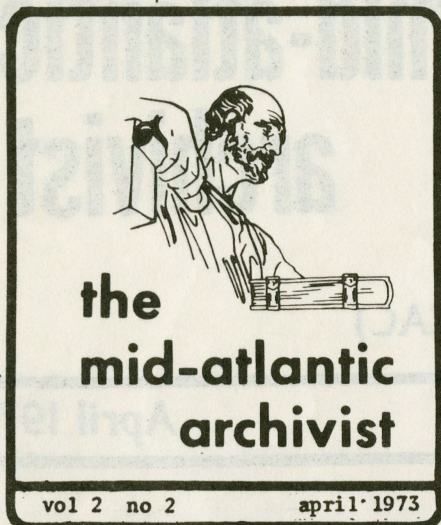


color me  
baltimore

There will be ample opportunity to "do your own thing." The Program Committee reports that each period will have five topics from which to choose: two workshops, two problem sessions, and a beginner's session (processing in the morning and cataloging in the afternoon). Saturday afternoon from 3:15 to 4:15, there will be a special "projects happening," where persons can create and participate in committee work and special projects. For more specific information, please turn to page 17.



The MID-ATLANTIC ARCHIVIST is an occasional publication of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who



live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Virginia, Delaware, and West Virginia, and in the District of Columbia. MARAC seeks to promote the professional welfare of its members, cooperates with and exchanges information among individuals interested in the preservation

and use of archival research and methodology, provides a forum for matters of common concern, is a clearing house for and an active participant in joint ventures and cooperative projects, and cooperates with other organizations having similar objectives. Individual membership dues \$3.00 per annum. Membership is not open to institutions, but institutions may purchase subscriptions to the MID-ATLANTIC ARCHIVIST for \$3.00 per annum. Write Ms Nancy Zembala, Treasurer, MARAC, Archives of American Art, Smithsonian Institution, Washington, DC 20560. Newsletter correspondence should be addressed as follows:

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Elsie Freivogel, Archives of American Art  
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#### ANNOUNCING A CONTEST FOR ALL MEMBERS

"Take thought for your name, for it will outlive you longer than a thousand heards of gold... The days of a good life are numbered, but a good name lasts forever..."

...Ecclesiasticus 41: 12-13....

Calling on the Good Scriptures, the MID-ATLANTIC ARCHIVIST announces a contest of its members, to find a slogan suitable for inscribing the imprint on page 2. So far, only Father J. Clayton Murray of Canisius College, Buffalo, New York, has responded (page 4, col 2, February number): FORSAN ET HAEC OLIM MEMINISSE JUVABIT (Perhaps at some future time it will be helpful to recall even these things.)

No one will lose in this contest. First prize will be a copy, properly inscribed by the author, of Ernst Posner's ARCHIVES OF THE ANCIENT WORLD. Second and third prizes will be free memberships in 1974 to MARAC. A host of interesting and useful prizes will be awarded to all who participate.

All entries must be postmarked no later than midnight April 27 in order to compete for the prizes. Winners will be announced and prizes awarded at the MARAC Baltimore business meeting, May 4.

Any slogan can compete, and it need not be in another language. For example, a use of our acronym: Much Ado Regarding Archival Communication came to one of your editors in a bad dream, but would be acceptable for an entry.

Feel secure, however, Father Murray, for we have thrown your entry into the hat already.



Be a healthier archivist:  
STOP SMOKING  
RUN A MILE EVERY DAY



## job discrimination and related matters

SAA Council will review the final draft of a resolution opposing discrimination at its April 13 meeting in Chicago. The resolution, an outgrowth of a motion by William Rofes, IBM, on the floor of the 1972 Columbus, Ohio annual meeting, was preceded by the efforts of the Committee of the 70's to establish non-discriminatory nominating procedures, a panel session on the status of women that drew over 100 attendees, and the establishment of a Committee on the Status of Women in the archival profession, chaired by Dr. Mabel Deutrich, of the National Archives.

In a cover letter to colleagues, SAA Council member Elsie Freivogel, who drafted the resolution with the help of interested SAA members, laid out the bounds. The resolution, she said,

"should deal with both minority group members and women. It should recognize that the Society at this time is a voluntary organization with limited financial capacity. It should deal with what appears to be the present level of activity in the Society; equal employment opportunity in archives in the context of the law, and the formal activities of the Society. It should exclude such questions as access to materials and other areas of potential discrimination as beyond its scope at this time. It should not foreclose the possibility of more specific resolutions in the future, nor changes in the Society's capacities. It should incorporate specific affirmative measures already identified by parts of the membership as within the capabilities of the Society, so as to direct our activity immediately and assure the membership of our intent."

The draft, she continued,

"avoids reference to arbitration, sanctions, monitoring, investigation or other procedures on the part of the Society which are beyond its present capabilities. It exhorts archival agencies to these practices, as the law requires of them, but limits the Society to an informal and supportive function. It requires the Society itself, as a formal organization of committees, Council and officers, to work toward equal opportunity in awards, assignments, and the like, measures we can most certainly expect of committee chairmen and ourselves."

Ms. Freivogel used the work of the present Committee on the Status of Women in Archives as an illustration of how the resolution might be enabled.

...continued on Page 14

### Resolution on Discrimination in the Archival Profession

The Society of American Archivists, through its organized resources and the support of its membership, commits itself to eliminate throughout the archival profession employment discrimination because of race, color, religion, national origin, sex, marital status, age, life style or political affiliation. To do less is incompatible with the standards of the profession and membership in the Society of American Archivists.

To achieve this goal, the Society calls upon individual and institutional members to secure equal employment for all applicants for positions and all employees seeking promotion by establishing and monitoring programs which will correct past discriminatory practices, increase at every staff level the number of qualified minority group members and women, and provide aid to individual and institutional members seeking full compliance with the law.

The Society recognizes that eliminating the discrimination within the profession requires specific affirmative measures aimed at reducing the institutional barriers which minority groups and women have traditionally faced in seeking equal opportunity. To affect its commitment, therefore, the Society will in good faith:

1. increase the numbers of minority group members and women nominated for elective and appointive positions in the Society in relation to their availability to serve.
2. seek minority group members and women as participants in the programs of the annual meeting.
3. recommend, as the opportunity arises, minority group members and women for teaching assignments in archival training programs, for membership in interdisciplinary and interagency committees, and for other positions promulgating the standards and promoting the welfare of the profession.
4. reexamine the criteria for awards and honors and the methods used for selecting candidates, recognizing the wide range of activities that constitute outstanding professional service, and ensuring that minority group members and women compete on a fair and equal basis for recognition.
5. recruit minority group members and women as candidates for all paid Society positions, and fill these positions without discrimination
6. encourage regional organizations, by whatever formal or informal means are appropriate, to provide full participation for minority group members and women in all their activities.
7. aid archival agencies to implement their obligation to secure equal opportunity for minority group members and women by providing information on their numbers and progress in the profession, on institutional programs which may serve as models of good practice, on current guidelines to Federal law, and similar informational devices.
8. gather and make available information concerning resources available to minority group members and women who may face problems of employment discrimination in the profession, and provide advice and consultation when requested.



# mid-atlantic definitions

**Cubic foot** That volume of paper records which fills a space one foot high by one foot wide by one foot long. In records centers the basic planning measurement for records volume.

**Linear foot** A measurement of archives or manuscripts for descriptive purposes. For vertical files the total length of drawers, shelves, or other equipment is calculated. In the case of material filed horizontally, the total vertical thickness is used. Linear feet may be equated with cubic feet on a one-to-one basis for description of textual records.

**Letter size** A standard paper size 8 1/2" by 11" (in U.S. government, 8" by 10 1/2").

**Legal size** A standard paper size 8 1/2" by 14" (in U.S. government, 8" by 12 1/2").

**Metric size** An international system of paper measurement based on the subdivisions of a square meter ( $\sqrt{2}$ ).

**Copy** A reproduction of the content of an original communication, prepared simultaneously or separately, usually classified with respect to function or by method of creation. Copies classified by function include action copy, comeback copy, file or record copy, information or reference copy, official copy, stayback copy, and tickler copy. Copies classified by method of creation include carbon, ribbon copy, mimeograph copy, and xerox or electrostatic copy.

**File** (1) An accumulation of records maintained in a predetermined physical arrangement. Used primarily in reference to current records, the term in archival usage may refer to either a series or a file unit; i.e.: a folder, dossier, etc. The term is also applied to machine readable records. (2) To place documents in a predetermined location according to an overall plan of classification. (3) Sometimes referred to as storage equipment, such as a filing cabinet.

**Current records** Records necessary for conducting the current business of an office, and which therefore must be maintained in office space and equipment.

**Semi-current records** Records required so infrequently in the conduct of current business that they may be moved to a holding area or directly to a records center.

**Noncurrent records** Records no longer required in the conduct of current business that can therefore be accessioned by an archival depository or destroyed.

**Disposition** The actions taken with regard to noncurrent records following appraisal. Actions include: transfer to a records center for temporary storage, transfer to an archival agency, donation to an eligible depository, reproduction on microfilm, and destruction.

**Records center** A facility primarily for the storage, servicing, security, and processing of records that must be preserved for varying periods of time. Most records centers offer reference service on a limited basis.

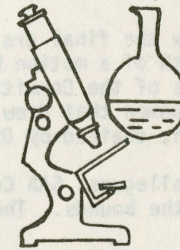
**Maceration** Destruction of documents by cutting or beating to render them illegible and beyond reconstruction. Same as shredding.

**Pulping** Destruction of documents by reducing the paper to the state of rag and wood fibers suspended in water, to render them illegible and beyond reconstruction.

A.B. Dick Company is now the distributor for Velo-Bind, a new bulk binding process which is both inexpensive and quick. A simple machine both punches holes in the paper and binds with plastic combs in a heat binding process. Hard, soft composition and paper covers are available. The machine is available on a rental basis in several

## TECHNICAL NOTES

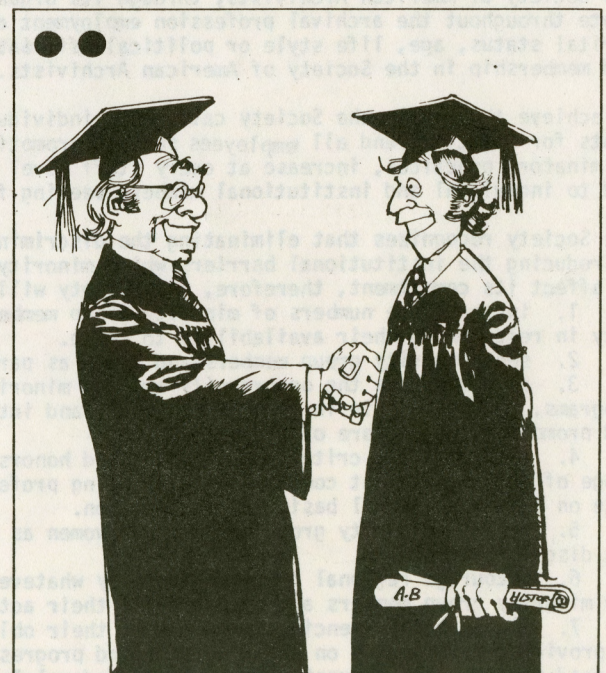
by  
ned berkeley jr.



plans and is especially appropriate for libraries in thesis and pamphlet binding. Those of you with Xerox machines, mailing lists, and no addressographs, may wish to look into a system Xerox has for duplicating mailing labels that are self-adhesive and peel off a sheet after copying. They are not expensive for the convenience they offer. We are going to use them for mailing our copies of this newsletter to the Virginia members of MARAC. I have been asked to say something about Plastiklips, the plastic paperclips in use in many places. I refer you to the July 1969 AMERICAN ARCHIVIST, pages 289-90, in which I reported that the Barrow Laboratory in Richmond tested these clips and found they exuded harmful acid. However, this is a very slow process, and the clips certainly are far safer than steel ones, which rust quickly. I like the aluminum ones referred to in our last issue much better.

Mike Plunkett and Greg Johnson of our staff get a great deal of mileage out of an old lard can which they have rigged up as a humidifier to aid in the flattening of documents. This is a large can with a tightly fitting metal top. In the bottom, they have a large sponge thoroughly soaked with water, and usually a pool of water to boot. Supported well above the surface of the water is one of these circular discs used to cover a frying pan to keep bacon grease from splattering. This device cost next to nothing, and is extremely useful. After documents have been in this chamber for a couple of hours, they are thoroughly damp, and pressing under heavy weights flattens them nicely.

Another good cheap idea is to use the commercial letter file boxes that many collections seem to arrive in as pigeon holes for sorting. We remove the ends opposite the spine, tape stacks of them together with binding tape, and have a completely portable sorting rack.





## other newsletters

One of the newsletters that the MID-ATLANTIC ARCHIVIST is trading issues with is the NEW ARCHIVIST, a private enterprise by David Horn, Archivist of Montana State University. It is strictly a moonlight affair, not being supported by any institutional funds, and is published, typescript-offset, six times a year. All expenses are met, "by subscriptions and other contributions from people interested in maintaining the NEW ARCHIVIST as a forum for discussing matters of interest to archivists, librarians, researchers, and others working with manuscript material." Volume 2 Number 2, December 1972).

We had assumed that when Mr Horn was named editor for the newsletter of the Northwest group, he would shift his energies to that publication. But Mr Horn has assured the MID-ATLANTIC ARCHIVIST that such will not be the case. He intends to keep on with TNA, and include in that publication news concerning the Northwesters. His financial statement for December will give the reader some idea of the heights he has reached. "Balance previous issue: MINUS \$4.21. Received: \$27.66. New Balance: PLUS \$23.45. Expenses for this issue: Printing \$29.00 exactly; Postage (180 mailings including samples of Vol 2 No 1 to ACT people), \$14.40. New Balance: MINUS \$19.95." (Feb/Mar issue fends but announces balance of MINUS \$19.90)

His letter is full of interesting material gather from hither and yon. The December issue, for example, had an excellent account of his SAA Columbus trip. He has given that meeting a few new slants with his typewriter. He always includes at least two book reviews in each issue. December had two; Feb/Mar has three.

Mr. Horn has just recently added information regarding regional groups. Feb/Mar reviewed the MID-ATLANTIC ARCHIVIST with favorable comments about the last editorial, "SAA and the Regionals." And he has a very interesting turnaround thought about the proliferation of regionals and their newsletters.

"Perhaps it's allright to have 11 or more archival newsletters, if they do not grow unreasonable. Let me quote from Richard E. Moore in the Fall 1972 PNLA Quarterly: . . . 'there [are] too many library-related journals. The fault is not in the number of journals, for I believe every state and association should have its newsletter. The fault is that librarians in their mania for completeness have started collecting these newsletters, have even been willing to pay for them (with library funds of course), and the indexing services have felt compelled to index every last one. The editors of the newsletters have then felt obligated to have more substance than newsnotes with all the indexing and wide circulation.' "

Since Mr. Horn's newsletter is coming on hard times, the MID-ATLANTIC ARCHIVIST has taken out a money subscription instead of the trading one we previously had. Why don't you do the same? He charges \$1.00 for six issues (a year's worth) though he may find it necessary to charge \$2.00 later on. Send check to David E. Horn, Editor, The NEW ARCHIVIST, Montana State University, Library-Archives, Bozeman, MT 59715.

The Society of Georgia Archivists, in addition to their paperback periodical, The GEORGIA ARCHIVE, have launched a newsletter. Both the newsletter and the periodical, alas, are the drudgery of David B. Gracy, II. Latest number in the hands of the MID-ATLANTIC ARCHIVIST is January 1973. It is four pages long, typescript, and is a very welcome sight, particularly when you realize that Georgia boasts only 54 members (our last announcement was 41). And if that's not all, pay attention to one of the projects the SGA has undertaken:

### TOURS PROJECT

"Under Tours Committee Chairman Gayle Peters, the tours project continues to provide service to groups interested in visiting the rich archival resources of Atlanta. The fourth tour since the program began last fall was held on January 17-18 for a class from Birmingham Southern University, Alabama. The first three tours sponsored by the Society were conducted last October and November for delegates to the national convention of the American Records Management Association, and for classes from Samford and Auburn Universities from Alabama....This service is registered with the Atlanta Chamber of Commerce."

We have received as well this period the first number of the newsletter for the Society of California Archivists, also four pages typescript. Their second annual meeting was tentatively scheduled for Friday and Saturday, March 23-24. (Since our edition postdates this, we assume that the meeting took place.) The meeting was to be workshop oriented and emphasize arrangement and description of records. The SCA was established to "... promote cooperation and exchange information among individuals interested in the preservation and use of archival and manuscript materials in the State of California and adjoining areas; to disseminate information on research matters of common concern and to cooperate with the Society of American Archivists in its objectives, and with other similar cultural and educational organizations."

The newsletter for the Society of American Archivists of March 1973 marks a change in their distribution policy, from a limited one stressing only placement announcements, to one of a generalized format, including all those items newsworthy by not suitable for insertion into the AMERICAN ARCHIVIST. On the front page, President Wilfred I. Smith, the Archivist of Canada, encourages every member to "seriously consider upgrading SAA membership voluntarily to a contributing membership; that is, to raise the amount of dues from \$15.00 to \$25.00." The additional revenue will be used for providing the fulltime salary of Robert M. Warner, SAA's newly appointed Executive Director. SAA has long needed this well considered change. The MID-ATLANTIC ARCHIVIST urges all MARAC members who belong to the SAA who have not already done so, to invest another tax deductible \$10.00 in change and improvement.

The editors of HISTORICAL ABSTRACTS AND AMERICA: HISTORY AND LIFE are looking for more abstractors. For further information, write to ABC-CLIO, Inc. Riviera Campus, 2040 A.P.S. Santa Barbara, CA 93103. Abstracting is a concrete way of contributing to bibliographic control.

"Wonderful, you men of Athens, wonderful is the custody of the public records, for unshakable is [the record]."  
...Aeschines, *Against Ctesiphon* 75.



## SOME HELPS TO NEO-ARCHIVISTS IN SMALL INSTITUTIONS

Nor infrequently in recent years persons suddenly plunged into the post of archivist have had as their outstanding, if not sole, qualification for that position such longevity in the institution as to qualify him or her as an "archive"-living, of course! What is such a person to do? Perhaps the experience of the writer can be of some assistance to ones, who, although not actually qualifying as "archives," may nevertheless, suddenly be faced with the responsibilities of an archivist. Stimulated by the suggestion of a member of the Editorial Board, I, ranking only as a rank amateur, submit the following but by no means exhaustive catalogue of procedures which have been found helpful.

Be sure that you have the moral, and as far as he or she can give it, the financial backing of the chief executive officer of the institution.

Let him or you, through a letter signed by him, inform all personnel from whom archives material might be expected of this backing and of his desire that such material be forwarded to the archives. This will serve to inform these persons of the existence of the archives, a very important matter is no archives office has previously existed in the institution.

A follow-up brochure gotten out by your office telling what material is desired; where, when, how it is to be conveyed; hours that archives office is open; availability of access to material in archives. Don't be disappointed if this seems to produce meager results, but keep drawing attention to the archives in one way or another -- exhibits in the library can help -- and gradually, people will become aware of your existence. A personal call to different offices with a request to the secretaries, who often are looking for more space in their files.

To set up a system of classification, either chronological or numerical or a combination of both, contact someone who has already set up some system in similar circumstances; e.g. college, hospital, etc. The writer has found this most helpful and received other valuable hints from other college archivists.

For a very practical suggestion regards storing materials, use of various means to assure preservation, etc., the writer received considerable help from "Occasional Papers #38, Proceedings of the Conference on Archival Administration for Small Universities and Junior Colleges, September 8-9, 1966, University of Illinois Graduate School of Library Science, October, 1967. It has a wealth of very useful information, along with a bibliography of other pertinent material for archivists.

Summer courses such as those offered by American University in Washington, DC, or workshops like those offered for the past three summers at Case Western Reserve University in Cleveland can be of real advantage in answering the questions neo-archivists may be often asking after some little experience in their task.

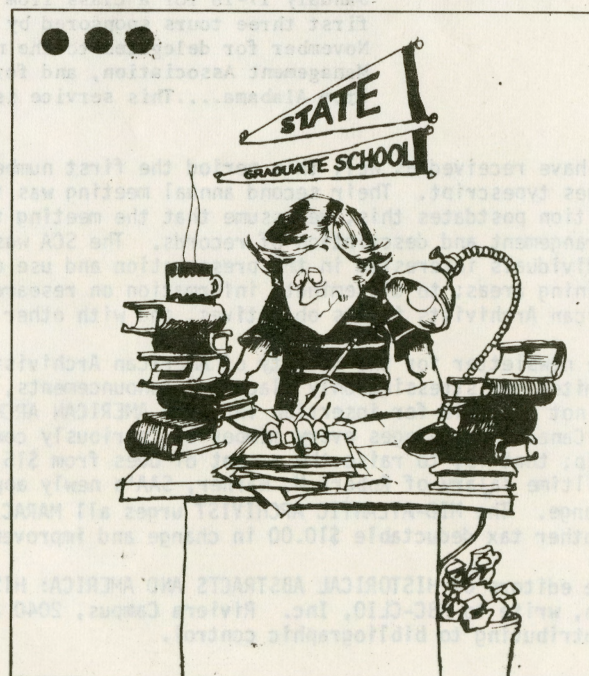
J. Clayton Murray, S.J.  
Archivist of Canisius College,  
Buffalo, New York

The new Dictionary of American History is a major revision of the original work by James Truslow Adams and published in 1940. It is being prepared under the direction of an editorial board of noted historians, and will be expanded to seven volumes of text and an index. The publisher, Charles Scribner's Sons, expects the revised set to be available by the summer of 1974.

- FREE: The Property Management and Disposal Service of the General Services Administration offers surplus Federal property for competitive bidding on a regular basis. One is notified of auctions by getting on a list which specifies (1) the type of property desired, and (2) the geographic area for purchase. For example: (1) typewriters and other office machines, and (2) Pittsburg. Employees of the Federal government including members of their immediate families are cautioned against submitting bids on this property except as authorized by their agency's own regulations and policies. For a free application, write SURPLUS SALES CENTER, NYA Bldg 197, Washington, DC 20407.
- FREE: (In the United States-in Canada, \$1.00 per year.) a newsletter for machine-readable archives, published quarterly in September, December, March, and June by the Laboratory for Political Research of the University of Iowa, and supported by the National Science Foundation, "as a means of communicating information on the acquisitions of data archives to social science researchers." The name of the publication is ss data; Newsletter of Social Science Archival Acquisitions. Send your name and mailing address to John G. Kolp, Editor, ss data, 321A Schaeffer Hall, University of Iowa, Iowa City, Iowa 52240.
- FREE: The National Archives and Records Service Newsletter has just published its first number. Like the Library of Congress Information Bulletin, it is an in-house organ designed for employee job-related news items. However, it can serve some purpose for archivists and manuscript curators not on the NARS staff. The MID-ATLANTIC ARCHIVIST has obtained a limited number of the first number. Write to Don Harrison.
- CHEAP: H.G. Jones's book, Records of a Nation is down from \$12.50 and is being sold by Marboro Books for \$2.98 plus postage (75¢ each order). Write to Marboro Books, Dept 211, 205 Moonachie Road, Moonachie, NJ 07074. Ask for #8595. Orders must be at least \$5.00.
- CHEAP: Alden Stahr, Stop Blowing Smoke in My Face, "the book for irritated nonsmokers to send to inconsiderate smokers who force them to inhale toxic tobacco smoke against their will." 70 pp. Write Group Against Smoker's Pollution, PO Box 632, College Park, MD 20740. \$1.00.

## The Bargain Spot

FREEBIES AND CHEAPIES  
BY DON HARRISON





## hosting at baltimore

THE MARYLAND HISTORICAL SOCIETY, by charter, is a privately supported, nonprofit, educational institution. We maintain a 60,000-volume library and 1,800 manuscript collections, which are consulted by thousands of people every year, directly, by mail, and by telephone.

The Society publishes leaflets, textbooks, and scholarly works under more than 50 titles, including the *Maryland Historical Magazine*, subscription to which is covered by dues. This quarterly has been distinguished in its field for over 60 years. We have also acquired many fine museum pieces, which constitute high-ranking collections. Included are more than 900 oil paintings as well as period furniture, costumes, prints, ceramics, silver, tools, firearms, swords, and ship models and paintings.

The original draft of "The Star-Spangled Banner" was purchased for the Society in 1953 by Mrs. Thomas C. Jenkins, in memory of her husband's mother, Mrs. George C. Jenkins, a cousin of Francis Scott Key. This prized possession is permanently enshrined in a simple, but handsome, marble niche.

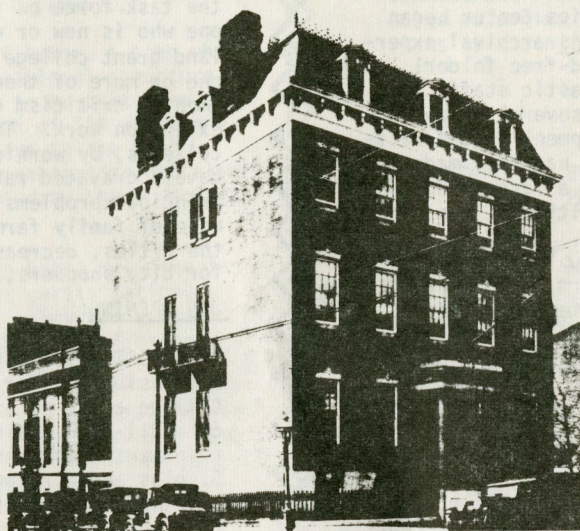
The Society has also undertaken certain special state-sponsored projects, for which it is uniquely qualified. One is publication of the *Archives of Maryland*, requested by the General Assembly in 1882 and now in its 70th volume. Another is the Historic Road Marker Program, which, since 1934, has made possible the designation of more than 400 historic sites throughout the state.

Pleased to acquire new and valuable collections over the years, we have had difficulty, too, in our efforts to make them properly accessible. Space has been the main problem, as it almost always is with growing museums and libraries.

COLLECTIONS of paintings, furniture, silverware, and china, many of which have been moved to the new building, now appear in more favorable light — far more favorable than that in which the Society was obliged to store them in previous years.

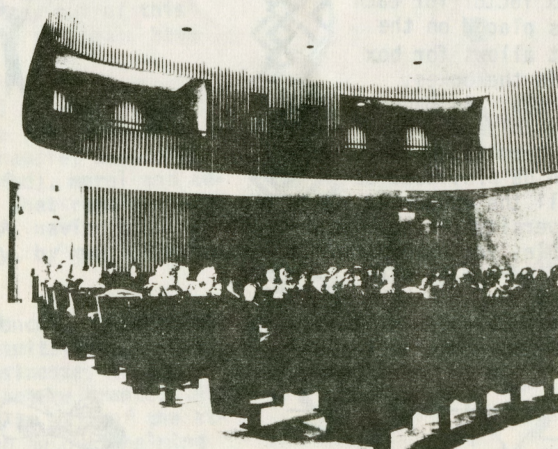
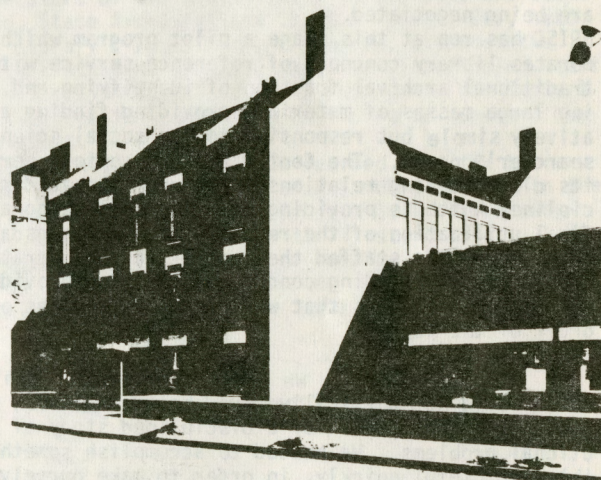
THE MANUSCRIPTS DIVISION of the library has grown to 1,800 collections, which include nearly two million separate documents, all now located in the Thomas and Hugg Memorial Building. Prized among these are the papers of the Calvert family, Charles Carroll of Carrollton, and Benjamin H. Latrobe, noted American architect and a man of true renaissance spirit. Latrobe's letters, journals, and sketches, both in monochrome and watercolor, cover the period 1796 to 1820 in fascinating detail.

The new building provides room to catalogue and store such manuscripts so that they are readily accessible to students and scholars, in many instances for the first time. And the relocation of these manuscripts allows us space in the library to add substantially to our book collections.



THE KEYSER MEMORIAL BUILDING, built in 1847 as the residence of Enoch Pratt, was purchased for the Society by Mrs. H. Irvine Keyser and, with an added wing, presented and formally dedicated in 1919, in memory of her husband. It was well suited, and still is, for the library and for exhibit of period rooms, paintings, and other memorabilia. But overcrowding eventually hampered even these basic functions, and, for years, we have had to postpone new programs and new community services.

THE THOMAS AND HUGG MEMORIAL BUILDING fits our needs splendidly. Two brothers, William S. Thomas and John L. Thomas, independently designated generous bequests for construction of the new building. It is modern in its treatment of space, yet, architecturally, it is a worthy companion to the connecting Keyser Memorial Building. Physically, it doubles our facilities; it increases manyfold the effective use of museum, library, and meeting areas. Period rooms in the older building, for example, no longer have to serve double duty.



THE NEW 350-SEAT JACOB AND ANNITA FRANCE AUDITORIUM, with its superb acoustics, comfortable theatre seats, stage, projection room, and full complement of audio-visual equipment, improves immeasurably on settings of former Society meetings. Guest speakers and scholars who have recently addressed the membership here include Dr. A. L. Rowse, Oxford University; Stewart S. Cort, president of Bethlehem Steel Corporation; Dr. Lincoln Gordon, president of The Johns Hopkins University; Dr. Robert C. Smith, well-known art authority, University of Pennsylvania; Paul N. Perrot, director of the Corning Museum of Glass; the Hon. H. Vernon Eney, president of the 1967 Constitutional Convention of Maryland; and Dr. Louis C. Jones, director of the New York State Historical Association.



Dr. William T. Durr is Director of BRISC and Adele Newburger (on this meeting's local arrangements committee) its Associate Director.

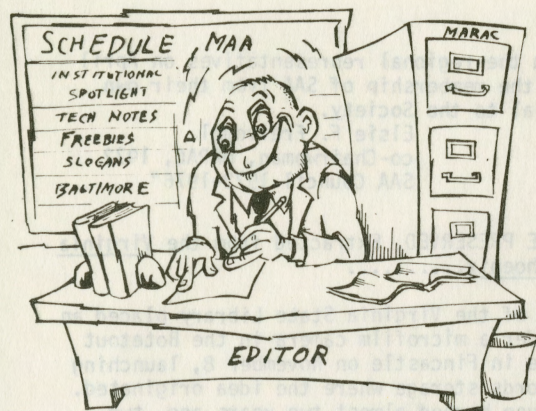
.....from Victoria Nygren, Archives, 307 Cohen Library,  
City College, 135th and Convent Avenue, New York 10031.

from *The New Archivist* (Dec '72)

ARCHIVIST OF CITY COLLEGE OF NEW YORK. Open 1 June 1973. Responsibility for maintaining and developing the archive: College archives are well established and staff includes one full-time assistant plus student help; one year appointment with probable extension. Qualifications: M.L. S. plus another appropriate master's and experience in archives management. Faculty status beginning as instructor at \$12,7000. Contact: Bernard Kreissman, Chief Librarian, Cohen Library, City College, 135th and Convent Avenue, New York 10031.







## the editor's mailbox

I think commitment to the job at hand and working to capacity to achieve the best results are integral parts of professionalism. There is implied a very practical notion of working with something to achieve a better result, make something more useful. At the same time, I think there is involved a commitment to the profession at large. Again at a very practical level, none of us can function in an isolated environment, and even if we could it would be a waste of time. Coordination of activity and information and cooperation in any field are necessary and benefit the field, the individuals and the institutions involved by increasing capacities and broadening scopes."

from the NARS Labor News Dispatch, January 15, 1973 ...

"It is generally acknowledged among professionals that certain qualities follow upon their station. Among these qualities is the honor that professionals show one another in the exercise of personal discretion. The hallmark of the professional is a high degree of individuality of thought and expression, rather than uniformity; and the profession characteristically tolerates a wide latitude of thought and expression as this latitude is considered to be a measure of the vitality of the group. Thus, in a profession, each one is called upon to establish for himself a reputation based upon his grasp of the substantive elements of his field, regardless of whether or not he is charged with administrative duties..."

from W. Jon Hedgesheimer, National Archives... "Malthus, Ricardo, and the Archivist."

"The American Historical Association's Professional Register confirms that very few teaching positions are available, and that most history departments are shrinking rather than expanding their personnel. Thus, the vast majority of new PhD's must find positions outside of teaching, and at present archives find themselves deluged with applicants willing to work for literally any salary.

Supervisory archivists seeking to hire personnel find this situation as much a nuisance as a benefit. First, how do you distinguish candidates generally interested in archives from those frantically seeking any job they can find? Several years ago applicants were fewer, but most were sincerely interested. Today one spends a great deal of time and effort screening candidates for fear that the person ultimately hired will be unhappy as an archivist. Second, now that PhD's are applying for technical positions paying \$5,000 to \$6500, how is an experienced archivist going to obtain pay raises for himself and his staff? If a shortage of jobs can cause wages for engineers, scientists, and computer specialists to remain virtually stagnant for the past four years, archivists can hardly face the future optimistically. Third, those seeking experienced people for supervisory positions often find locating candidates to be difficult. People are understandably reluctant to exchange an established position for a new and uncertain one when the chances are good that it will be necessary to remain in the new position, even if it is found to be unsatisfactory. Fourth, the evidence that jobs in history and related fields will continue being scarce tends to discourage college students from majoring in this discipline, and will almost certainly affect the quality of those who do. In conclusion, the present employment crisis is far more than an inconvenience to job seekers. It is a threat to all practicing archivists."

regarding SAA AND THE REGIONALS... a letter from Elsie Freivogel, Archives of American Art:

"The issue -- and it has emerged as a gratifying live issue -- of SAA-regional relations, discussed by Don Harrison in his February editorial, deserves comment from a different corner before the April 12 meeting in Chicago of the representatives of both groups. My vantage is that of co-founder of MARAC, and present member of SAA Council. To set several matters straight:

- (1) The April 12 meeting was scheduled, not as Harrison's editorial suggests, at the behest of SAA, but as a result of a meeting of regional representatives at the SAA Columbus meeting, which was convened by SAA with the support of regionals.
- (2) The principal point of discussion was not that of formal affiliation, but the function of regional organizations, particularly the division of labor between them and SAA.
- (3) There was a consensus, arising from the question of mutual responsibilities, that some form of association would be useful both to the regionals and SAA. No formal devices were ratified.
- (4) The specifics of membership affiliation, chapters, geographical boundaries and shared dues came from the regional representatives, not SAA. They were intended as points of departure only; they were never intended to constitute an agenda for the April 12 meeting. Herbert Finch reported them, he did not create nor institutionalize them.

"Don is not the first person to view Finch's now generally misunderstood report as a threat to regional autonomy, and I am not the first to suggest that this reaction redacts a rebellious child-parent syndrome emanating not from SAA, but from the regionals. What can the April 12 meeting do to harness usefully this emotional energy?

continued on next page....

PROFESSIONALISM AND JOBSMANSHIP more on the subject .....

"A man with his heart in his profession imagines and finds resources where the worthless and the lazy despair.".....Frederick the Great. Instructions for his Generals 1747

from Mary Boccaccio, University of Maryland...

"It seems to me that professionalism is a condition of life, a state of mind, if you will, and that anyone can be a "professional" regardless of education, status salary or contributions to the paper explosion. Professionalism shouldn't depend on the numbers of offices a person holds, a string of the committees or groups with dues paid, but rather what a person does with them that is the important thing.

It would indeed be pleasant to have jobs available on the basis of professional commitment rather than on the weight of a vita, but perhaps the situation exists because we have not yet learned to function effectively as a profession, to coordinate and cooperate and to communicate with each other. The world of archivy (Sam Suratt) is changing and perhaps as people grow and develop in this field they will begin to shape new directions for it. If people can really talk to each other, they can get together to decide what needs to be accomplished both in-house and at-large, find a way and then do it.



april 1973

continued from page 9...the Editor's Mailbox...

"First, it can establish a division of labor, a step which should precede any comment on organizational structure or formal affiliation. It is ironic to me that some of us in MARAC have come at this question of SAA relations at precisely the level at which we have in the past criticized SAA: namely, how do we bureaucratize ourselves (not what we do best), and, how do we draw the organization chart.

"The regionals have a clear mission to basic training in a field without training standards or certification, which they have correctly seized on. They can create local projects outside the scope of a national organization -- California's NUCMC project, state and regional locator files, MARAC's proposed project to advise member depositories of collecting activity -- are beginning illustrations. The regionals can still the doleful repine of the lone archivist surrounded by 100 librarians and 200 faculty that he or she is all alone.

"SAA on the other hand can be freed for national and international matters. No more able than any national organization to provide personal comfort to its members, it can provide services: publications at a reasonable price, professional and training standards, activity in international and legal matters beyond the scope of smaller organizations. Equally, it should demonstrate a sense of social and professional commitment to its membership which it has until very recently failed to do.

"What's the rub? Simply that in the past, SAA has not provided these services, in part for want of an activist membership, in part because the idea of a vigorous, productive professional organization is a recent one, not only among archivists but in other professions. Today SAA finds itself in a peculiarly circular bind, one which the regional organizations are not sufficiently aware of, and which SAA itself is only now beginning to deal with. Committed this year to hiring an Executive Director, SAA is in effect asking its members to support a bureaucracy without having provided the services to justify such an establishment. In a more reasonable world, SAA would have invested money in building membership, invested in a publications program, the most visible service it can provide members, then sought funds for a Director to manage these services. In fact we're doing just the reverse. Furthermore, we are and ought to be committed to finding our way out of this circle, and it is one toward which the regionals have a responsibility.

Thus the second function of the April 12 meeting: to lay out mutual debts. Several of the regionals have been vocal on what SAA owes them: financial autonomy (after the seed money has been provided), moral and administrative support, room to grow. What remains to be stated is the regionals's debt to SAA, having been organized, so far as I know universally, by men and women active in SAA.

"Under the present financial circumstances, the clearest answer is members, whose dues will capitalize services, whose numbers will induce service businesses to advertise in the *American Archivist* and capture grants. At the Wilmington MARAC meeting, more than half of the attendees did not belong to SAA, though an overwhelming number of these expressed interest in doing so following the regional meeting. Far from drawing members away from SAA, as some regionals have threatened to do and other SAA members fear, the regionals have an enormous potential for adding to SAA's numbers. A clear

commitment from the regional representatives on April 12 to enlarging the membership of SAA from their own ranks is essential to the Society.

Elsie F. Freivogel  
co-Chairwoman, MARAC, 1972  
SAA Council 1972-1976"

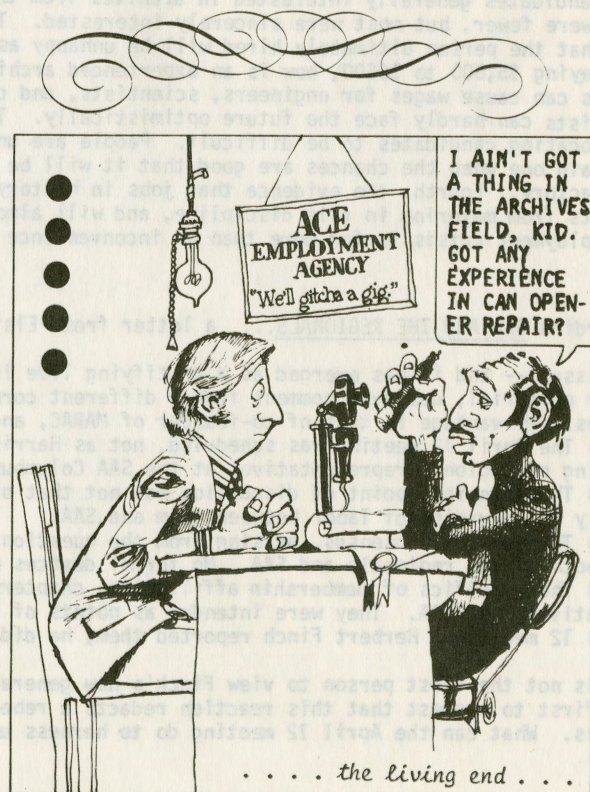
#### OLD RECORDS TO BE PRESERVED. Extracted from the *Virginia Phoenix*.....

"Mr. Pat Kirkland of the Virginia State Library placed an old deed book under a microfilm camera in the Botetout County Courthouse in Fincastle on November 8, launching a program of records storage where the idea originated. When the courthouse burned almost two years ago, two century-old records were saved in a fireproof vault, but this led State Senator David F. Thornton, of Salem, to introduce legislation providing for study of a statewide records preservation program.

"The program was recommended and the General Assembly appropriated funds for the State Library to microfilm vital and historical local records. Work is starting at courthouses in five districts of the state. Offices without security have priority for the microfilming of deeds and wills.

"For the start of the microfilming on the 8th, Dr. Louis Manarin, State Archivist and Dr. C.O. Brown, Jr., head of the Library's local records program, attended the event in Fincastle. Manarin said the microfilming, started in Pittsylvania, Charles City, Namsemond and Spotsylvania Counties in October, is beginning to generate public interest."

The MID-ATLANTIC ARCHIVIST has learned that the Library intends to microfilm all the county court records in the State from where the Mormons project left off (approximately 1865) through 1940 in the first go round. Later, the project will concentrate on keeping all its film coverage up to date. Congratulations to Dr. Manarin and all the employees of the Virginia State Library!





## draft bylaws

The Steering Committee, chaired by Peter Silverman of Temple University met at Baltimore, Maryland on February 13 to discuss and give tentative approval to the proposed bylaws, a draft of which is written below. The bylaws were drawn up by a subcommittee, consisting of Elsie Freivogel, Nancy Zembala, and Mary Boccaccio. They are scheduled for adoption by the general membership on Friday evening, May 4, and are written here for information of the general membership

BYLAWS

1. Name: The name of this organization shall be the Mid-Atlantic Regional Archives Conference.

- Options: 1. Mid-Atlantic Conference of Archivists & Manuscript Curators  
2. Mid-Atlantic Archives Conference

2. Objectives: The Mid-Atlantic Regional Archives Conference is a member oriented organization established to promote the professional welfare of its members, cooperate with and exchange information among individuals interested in the preservation and use of archival research and methodology, provide a forum for matters of common concern, become a clearing house for and active participant in joint ventures and cooperative projects and cooperate with other organizations having similar objectives.

3. Membership: Individual membership shall be open to any interested person who has paid all current dues assessed by the Conference. Membership is not open to institutions. Annual dues shall be determined by the Steering Committee and ratified by a majority of the members voting at each spring business meeting. Notice of the dues shall be circulated to members at least thirty (30) days prior to the meeting.

Options: 1. Membership shall be open to institutions. Institutions shall/shall not have one vote.

2. Membership shall/shall not be strictly limited to the geographic area including Virginia, District of Columbia, Maryland, West Virginia, Delaware, Pennsylvania, New York, and New Jersey.

4. Governance:

A. The Steering Committee: The Conference will be governed by a Steering Committee made up of one member from each state and the District of Columbia who shall also serve as state representatives, plus a Chairman and a Secretary-Treasurer and six (6) additional persons chosen at large by the membership. The Committee will be responsible for the management of the affairs and the regulation of procedures. The Committee will act for the membership between meetings of the Conference. The Chairman, the Secretary-Treasurer and four (4) members of the Committee shall constitute a quorum for the transaction of Steering Committee business. In the absence of the Chairman or Secretary-Treasurer, the Chairman may appoint a substitute from the Steering Committee, maintaining a total of six (6) for a quorum.

B. Officers: A Chairman and a Secretary-Treasurer will be chosen at large by the membership at the Spring business meeting. The duties of the offices shall be those usually associated with these positions and enumerated in the parliamentary authority except when defined otherwise in these bylaws.

C. Nomination and Election: The Steering Committee members shall be elected by mail ballot, eight (8) each year for terms of two (2) years beginning with the spring business meeting. Members at large may not succeed themselves. No more than one member of a single institution may be elected to serve at any one time as a Steering Committee member. In the event of a vacancy, the Chairman shall appoint a replacement to serve until the next election. The candidate who receives the highest number of votes for any office shall be elected to that office.

D. Nomination of the Steering Committee: The Nominating Committee shall canvass the membership for nominations and shall be bound to accept nominations receiving a 10 per cent of the canvass vote. The Nominating Committee shall put forth a minimum of two (2) nominees each for the offices of Chairman, Secretary-Treasurer, and the state Mailing Chairmen, and a minimum of ten (10) nominees for the remaining six (6) members at large. The Nominating Committee shall issue an official ballot which includes space under each office for write-in votes at least sixty (60) days prior to the spring business meeting. The ballots shall be returned to the Nominating Committee at least thirty (30) days prior to the meeting. The Nominating Committee shall tally the ballots and send the results to the Secretary-Treasurer. All candidates shall be notified immediately. Vote count and names shall be announced at the business meeting. In the event of a tie, the Nominating Committee shall issue a second ballot with the names of the tied candidates within fifteen (15) days of receiving the first ballots. These shall be returned to the Nominating Committee within fifteen (15) days.

E. Removal of Steering Committee Members: Any Steering Committee member may be removed from office by a two-thirds (2/3) vote of the members of the Conference.

5. Meetings:

A. Regular Meetings: The Conference shall hold at least one meeting each year, alternately in the north and the south of the area, for the purpose of nominating Steering Committee members, transacting business and providing a program of interest to the members. Written notice of the meeting shall be circulated to the membership at least thirty (30) days prior to the meeting.

B. Special Meetings: Special meetings may be called by the Steering Committee or at the written request of one-third (1/3) of the members or twenty (20) members, whichever is the smaller number. These meetings may be called for the purpose of conducting business or may consist of special workshops. Written notice of such meetings shall be mailed to the membership at least thirty (30) days prior to the meeting.

C. Quorum and Vote for Legal Action: At least six (6) Steering Committee members and one-fourth (1/4) of the membership present shall constitute a quorum for the transaction of business at membership meetings. Except where otherwise noted in these bylaws, a majority of the votes cast shall be required to take action.



The Rockefeller Institute for Medical Research was founded in New York City in 1901. For the next half decade records were accumulated, carefully bundled, and stored in an obscure vault in the library. This historical material again saw the light of day in 1970 when Rockefeller University (as it is now known) established its archives.



Archivist Ruth Sternfeld reports that to-day the completely processed institutional records fill approximately 90 linear feet of shelves, with catalog cards giving easy access. Included in the collection are a limited quantity of memorabilia (principally medals, scrolls, and citations) and a large number of photographs. Along with pictures of buildings, special events, and such scientific phenomena as Kunitz crystals, there are photos of nearly everyone ever associated with the University.

Ms. Sternfeld hopes to publish an inventory guide and an official statement of policy some time in the future. Currently her most important project is a campaign designed to insure that faculty manuscript collections will be deposited at the University. Before the Archives were established, many manuscripts were deposited elsewhere; Ms. Sternfeld redirects inquiries about these manuscripts to such other institutions as the Library of Congress and the American Philosophical Society. At present an oral history project is too time consuming for this one-person operation which is supported entirely by University funds under the direction of the librarian.

In addition to information specifically on the University, or about the scientists connected with it, there is a wealth of material that is particularly illuminating on the development of particular kinds of scientific thought, cell biology being one prime example.

## steering committee

The MARAC Steering Committee met at Baltimore on February 13; decided on two representatives to the Chicago April 13 SAA Colloquium and drafted instructions for those representatives; instructed three of its members to work out some agenda for May 4-5; settled small expense problems that the Treasurer had; and decided to start printing the newsletter by photo-offset process. Mary Jenkins and Gladys Coghlan were absent.

Nancy Zembala, MARAC Treasurer, announced that as of February, 247 persons had joined MARAC, making us clearly the largest single regional, and that the proceeds from Wilmington plus the membership dues for 1972-73 had resulted in a treasurer's balance of \$869.20 clear. The Committee decided that the new memberships for the next fiscal year will be due October 1st, and that a newsletter announcement would be used as a reminder. Memberships next year will continue to be \$3.00 per annum. The question of subscriptions without membership (institutions) came up, and it was decided to charge \$3.00 also. Anyone out of the 8 state area can be tagged to one of the mailing lists. Mary Boccaccio asked whether the \$100.00 seed money from SAA could be returned, and it was the feeling of everyone that such a move would give MARAC the moral as well as the fiscal autonomy desired. It was also suggested that if we did give back the seed money, we would ask that it be deposited toward the SAA Executive Director's salary. Mike Plunkett suggested that such a move should be voted on by

The Military Archives Division of the National Archives has been busily preparing for the Bicentennial through a massive microfilming effort. By the end of next year, approximately 95% of the Division's Revolutionary War records will be on film. The many separate microfilm publications involved will total about 6000 rolls.

The Revolutionary War records in the custody of the Division belong primarily to two record groups: Record Group 93 the War Department Collection of Revolutionary War records; and Record Group 15, Records of the Veterans Administration. Most of the Revolutionary War records in the custody of the War Department were destroyed by fire in a Government building on November 8, 1800. In the last two decades of the nineteenth century, the War Department acquired a few Revolutionary War records through purchase or donation, but the War Department Collection of Revolutionary War records actually gained momentum only when Congress passed acts on July 27, 1892 and August 18, 1894, directing the other executive departments of the Federal government to transfer all the military records of the Revolution in their custody to the War Department.

The records transferred to the War Department came primarily from the Interior Department, Treasury Department, and the Department of State, and they consisted of original rosters and rolls, oaths of allegiance, orderly books, and regimental, brigade, inspection, quartermaster, clothing, and provision returns. Some of the most interesting records are the 70 orderly books, for such generals as Greene, Washington, Gates, Hand, and Sullivan; and the several volumes of British Army returns and orders. The two major microfilm publications in Record Group 93 are M853 (Numbered Record Books) and M859 (Miscellaneous Manuscripts). Luckily, both are served by an excellent name index, filmed as M847 (Special Index). Most of the Muster Rolls, Payrolls, and returns in the record group are filmed as M246, which is indexed in another publication, M860 (General Index).

by l. marie allen

Some of the most interesting Revolutionary War records in the Military Archives Division are to be found in Record Group 15. Approximately 80,000 pension and bounty-land-warrant application files for Revolutionary War soldiers, sailors, and marines yield priceless military, social, and economic information about the period. A veterans's file may contain statements of his military service, family information, property schedules, narrative accounts of battles or campaigns, letters to his wife during the war, commissions, discharges, diaries, journals, wills, deeds, and many other types of records. The pension files are available in two microfilm publications. M804 is a complete filming of all the records in the files, while M805 is a selective filming of the most important geological records in each file. The selective filming is designed to expedite the answering of the thousands of requests each month from genealogists. A published index to the files is available in Max E. Hoyt's Index of Revolutionary War Pension Applications (Washington, DC: National Genealogical Society, 1966).

Continued on Page 16....

Continued on Page 16....



continued from Page 11....

**6. Committees:**

A. **Standing Committees:** Standing Committees shall consist of a Nominating Committee, a Program Committee, a Projects Committee and such others as the Steering Committee deems necessary. Standing Committees shall be comprised of at least three (3) members, including the Chairman of the committee. The Steering Committee shall appoint the temporary chairmen of Standing Committees for the purpose of calling the first meeting, and thereafter the membership of each committee shall choose its own Chairman. Members shall not chair more than one committee. Chairmen shall appoint other members of their committee and accept volunteers. Standing Committees may also be created at the request of one-fifth (1/5) of the membership. The Chairman of the Steering Committee shall be an ex-officio member of all standing Committees except the Nominating Committee.

(1) **Nominating Committee:** The Nominating Committee shall consist of three (3) members chosen at large from the floor at the spring business meeting and two (2) outgoing members of the Steering Committee chosen by the Steering Committee. The Nominating Committee shall elect its own Chairman from its membership. Members of this committee shall serve for one year and may not succeed themselves.

B. **Special Committees:** Special Committees shall be created when the need arises and in the same manner as the Standing Committees. Members of these committees shall serve until their business is completed.

7. **Dissolution:** In the event of dissolution, all the assets of the Conference shall pass to whatever agency or agencies are designated by the Steering Committee.

8. **Parliamentary Authority:** The rules contained in Sturges' Standard Code of Parliamentary Procedure shall govern the Conference in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

9. **Amendments:** These bylaws may be amended by a simple majority vote of the membership providing copies of such changes have been circulated to the membership at least thirty (30) days prior to the vote. Discussion of proposed amendments will take place at the next membership business meeting and will be voted on in a mail ballot circulated to the membership fifteen (15) days after the conclusion of the business meeting. A special committee will be formed to tally the vote. Amendments may be proposed in writing by five (5) members and filed with the Steering Committee Secretary-Treasurer or may generate from the Steering Committee.

## ANNOUNCEMENT

## ANNOUNCEMENT

.....Hyde Park at the Chase-Park: St. Louis 1973.....

An open forum for archivists to.....

##call an open discussion on matters of current interest to the Society

##deliver a short paper for comment and criticism by colleagues

##demonstrate or discuss an innovative or unusual technique of the craft

##convene a brainstorming session for newsletter editors, technical specialists, or any special interest group

##deliver a persuasive and action-oriented gripe

##caucus a regional group

**FOR MORE INFORMATION**  
write or call:

Mary Boccaccio  
Maryland Room, McKeldin Library  
University of Maryland  
College Park, MD 20740  
(301) 454-3035

AN AREA IS BEING RESERVED IN THE EXHIBIT ROOM OF THE CHASE-PARK HOTEL, ST LOUIS FROM SEPTEMBER 25 TO 27, TO GIVE ARCHIVISTS A PLATFORM FOR THESE AND OTHER PROFESSIONAL HAPPENINGS. EACH PARTICIPANT HAS A MAXIMUM OF 30 MINUTES FOR HIS OR HER SESSION, WHICH MAY BE REPEATED OR EXTENDED AT THE REQUEST OF THE PARTICIPANTS. THIS FORUM IS OPEN -- FLEXIBLE -- YOURS!!!!

Elsie Freivogel  
Archives of American Art  
Smithsonian Institution  
Washington, DC 20560  
(202) 381-6174

JOIN MARAC

(Fold and Tear off)

JOIN MARAC

Return with check for annual dues (good until October 1, 1973) to:

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Nancy Zembala, Treasurer, Archives of American Art  
Smithsonian Institution, Washington, DC 20560

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...continued from Page 3

"The information function is intended to be provided over several years, by a committee operating in the same capacity as other Society committees; regularly supplying guidelines, standards and advice on what must be seen as a professional obligation, equal employment opportunity. It would be helpful to see the work of the Committee on the Status of Women in Archives in this context. That committee is preparing a questionnaire intended to provide information on the 'numbers and progress' of women in the profession. A forthcoming issue of the *American Archivist* will carry a series of articles on the status of women in this and other professions, intended to 'aid archival agencies to implement their obligation...' At the 1973 annual meeting, a panel including representatives of HEW and EEOC will comment on 'recourses open to minority group members and women...' a session which is not an official function of the committee but arose from the high interest in Women and the Law at the 1972 meeting. In the context of legal obligations of archives, such information can only be viewed as helpful. The Society can be seen as supportive, not intrusive, providing not only moral suasion but facts in hand."

Ms. Freivogel continued:

"In the past three years I have had experience with two apparently distinct events in the Society: first, the increasing sensitivity of the membership to discrimination against minority groups and women, leading to the formation of a caucus and a committee; second, the movement toward regional organization. Though the content of these movements is different, the impulses behind them are similar. They galvanized a need for self-determination and self-organization which represents a high level of professional awareness. Alone the issue of sex discrimination affects more than one-third of the membership. It has built-in motive power, as did the regional organization. This time, however, we have a chance to begin framing the standards at the outset. This resolution is an effort to do so."

The MID-ATLANTIC ARCHIVIST urges support of this resolution, which is needed before April 13. Please write to SAA President Wilfred I. Smith, Dominion Archivist of Canada, 395 Wellington, Ottawa, CANADA K1J 7T5.

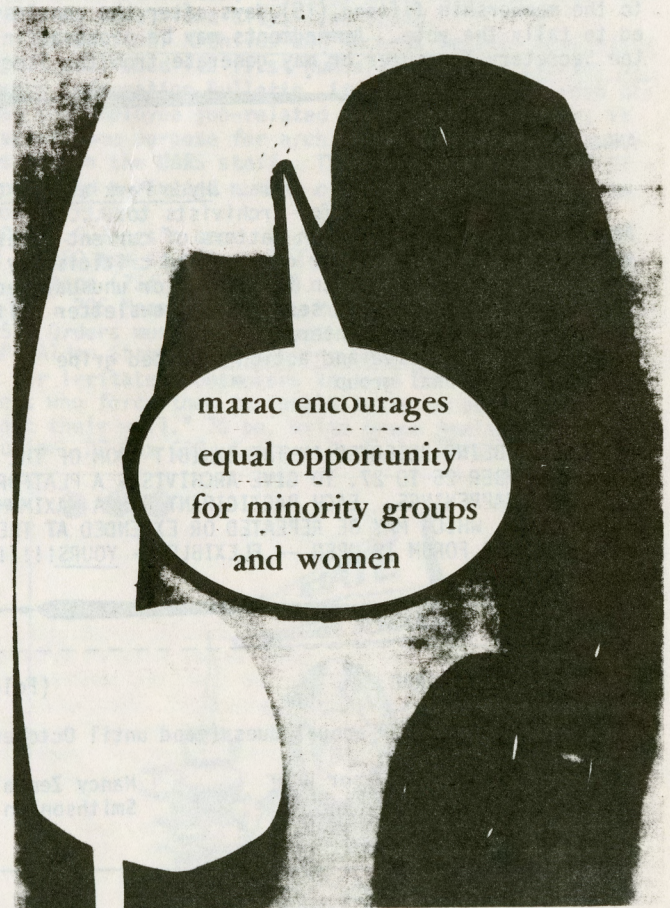
We are the music-makers,  
And we are the dreamers of dreams.  
Wandering by lone sea-breakers,  
And sitting by desolate streams;  
World-losers and world-forsakers,  
On whom the pale moon gleams:  
Yet we are the movers and shakers  
Of the world for ever, it seems  
--Arthur O'Shaughnessy

The SAA Committee on the Status of Women in Archives, referred to above, is presently chaired by Mabel E. Deutrich, Director, Military Archives Division, of the National Archives. It has the specific mandate of determining "as many facts as possible on the situation of women in our profession." To this end, two questionnaires have been devised: one, to be directed to individuals, and the other to heads of certain institutions. Although the individual questionnaire will be sent to members of SAA, the Committee hopes to reach archivists and manuscript curators who are not members of the Society. Recipients of the questionnaire will be asked to make copies of it to give to fellow workers and regional groups are requested to help distribute copies. Dr. Deutrich expects to be at the MARAC meeting in Baltimore and hopes to have the questionnaire ready by that time.

Other members of the Committee are: Andrea Lentz, Ohio Historical Society; Patrick Quinn, University of Wisconsin; Ann Campbell, National Archives and Records Service Regional Branch, San Francisco; David Horn, Montana State University; Lynn Donovan, California Historical Society; Nancy V. Menan, The Ford Foundation; Shonnie Finnegan, State University of New York at Buffalo; Andrea Hinding, University of Minnesota; L. Marie Allen, National Archives; Jarritus Boyd, National Archives; Richard Lytle, Smithsonian Institution Archives; and Clarencetta Jelks, Fisk University.

There have been several publications on women's records and on women in records. In the NEWSLETTER of the Philadelphia City Archives for October 1972 (Number 17) there is a column titled "MS. IN MSS." which explains why "government archivists can take reassurance from the fact that the materials under their charge are free from male chauvinist sexist bias."

One issue of WOMEN ARCHIVISTS has been published by Lynn Donovan of the California Historical Society in which she discusses the various women's activities in SAA and other organizations and expresses the hope that others will take over the newsletter.



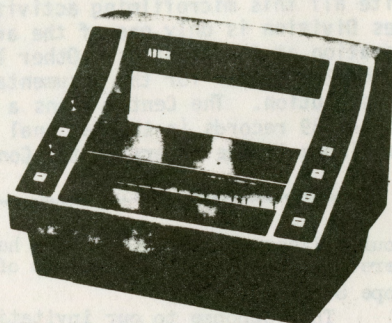
\*\*\*\*\*WANTED\*\*\*\*\*

Don Harrison is still seeking typing assistance, since he hunts and pecks very badly. If you live or work in the Washington metropolitan area, PLEASE contact him at the National Archives, (202) 962-1932.....

.....32...32...32

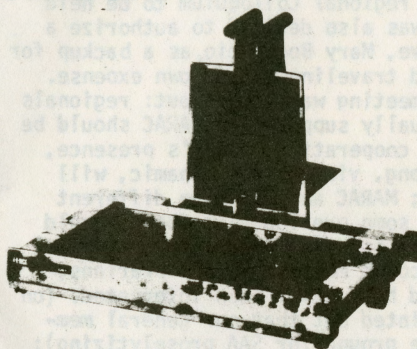


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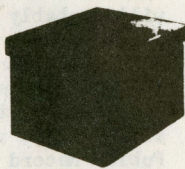


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**exhibiting  
with marac  
at baltimore**





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the general membership at the Spring Meeting. It was so ordered by Pete.

The Committee unanimously selected Bob Devlin, the NARS-Philadelphia Regional Archivist to be the official MARAC representative at the SAA regional Colloquium to be held April 12 in Chicago. It was also decided to authorize a second MARAC representative, Mary Boccaccio, as a backup for Bob, but without vote, and traveling at her own expense. MARAC's position at this meeting was mapped out: regionals and the SAA should be mutually supporting; MARAC should be healthy, independent, and cooperative; MARAC's presence, if it continues to be strong, viable, and dynamic, will have a good effect on SAA; MARAC and SAA have different roles and needs; there is some overlap, but there should be no conflict; affiliation is superfluous and artificial since many members, as records managers and librarians, are not members of SAA and have never been interested. (on the other hand, it was pointed out that our general membership represents fertile ground for SAA proselytizing); MARAC might possibly be interested in a confederated affiliation but not a sustaining relationship; MARAC wants its own meetings each year; MARAC would welcome a list of speakers for symposia, particularly if it were experts outside the field of archives administration, but MARAC's "thing" is workshops rather than symposia.

The Steering Committee asked Don Harrison, who was present at the meeting, to devote the April issue entirely to the May meeting. There was discussion about using the April issue for preregistration, but it was decided to make an special mailing. This included hotel registration and preregistration slips to be mailed back to Nancy Zembala. **Publication and distribution of the newsletter:**

There is a need for photo offset printing, so that we can run photographs and things, and not be tied down to the limitations of xerography-particularly after the May meeting. Such an arrangement will lighten the xeroxing load of the eight mailing chairmen as well. Don will mail all copies to them, and remailing these copies will be their only duty. Editorial policy: Don spoke for the other two members of the newsletter staff, Ned Berkeley and Julie Marsteller. The staff made a plea for all present in the room to cooperate by digging up news and commentary for the letter. The MID-ATLANTIC ARCHIVIST is everybody's newsletter. All members in MARAC should contribute -- and they don't.

Mary Boccaccio announced that Nancy Zembala is working on a questionnaire for the membership to respond to. Nancy will tabulate the results, then initiate projects on the basis of this. For example, the Society of Georgia Archivists give walking tours of archival institutions in Atlanta, and MARAC might do something like this. Also, Nancy feels that there is a need to publish a list of archival depositories in the Mid-Atlantic region. A space for a "projects happening" will be reserved for Nancy on Saturday afternoon, May 5, at Baltimore.

The Steering Committee voted to authorize the newsletter expense, to allow mailing expenses if needed to the eight chairmen, and to give the Treasurer authority to dispense money up to \$30.00 at her own discretion.

The Committee reviewed the drafted bylaws which will be offered to the general membership for adoption in Baltimore. Some editorial changes were made. The bylaws were drafted by a special committee formed by Peter Silverman in November, and consisted of Nancy Zembala, Elsie Freivoqel, and Mary Boccaccio.

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Despite all this microfilming activity, the Military Archives Division is only one of the areas of Bicentennial preparation at the Archives. Other long-term projects are being by the Center for the Documentary Study of the American Revolution. The Center plans a general guide to all the pre-1789 records in the National Archives and a multi-volume index to the papers of the Continental Congresses.

To our colleagues and friends who have expressed interest in the 1973 SAA Archives of Western Europe Study Tour:

The response to our invitation has been most gratifying, and to date some twenty-four persons have already guaranteed reservations by forwarding their deposit to the Sanders Agency. The agency assures us that this early response for an August program is quite unusual, and we may soon face the prospect of necessarily restricting the number who can be accepted. We therefore encourage you to make your reservation as soon as possible.

A number of you have expressed surprise at the particular cities chosen for this tour, and especially the omission of any French archival institutions. The reason, as many have already surmized, is the program for 1974. After the highly successful tour of Eastern Europe we decided to emphasize Southern as well as Western Europe, and our current discussions involve a program for 1974 that will include France, the Low Countries, Northern Germany, and Scandinavia.

Interested readers should send for a select list of archival depositories and other institutions located in or near the cities that we will be visiting. In planning this program we have attempted to develop a schedule that would meet the professional and personal interests of individual members. Since different persons will probably want to visit different institutions (there is not enough time in all of the cities for our group to visit every institution), our committee will work as liaison between the participant and the archives he or she may wish to visit. It is expected that most members will want to visit the larger archival depositories (The Public Record Office in London and the Vatican Archives in Rome), and we are arranging group visits for these as well as for the major archival depositories in Bonn, Cologne, Zurich, Madrid, and Lisbon.

We will keep you informed as our plans develop, and we hope to have the pleasure of your company on this and on future tours.

FRANK B. EVANS, Chairman

It was with respect and comradeship last month that Peter Silverman accepted the resignation of Mrs. Charlotte Price, a member of the Steering Committee and the representative from the District of Columbia.

Mrs. Price suffered the loss of her husband on March 9, who died of an unexpected coronary attack.

MARAC responded with a check to the Heart Association Fund Memorial of Washington, DC and a letter of regret to Mrs. Price.



# the mid-atlantic archivist

BALTIMORE SCHEDULE

Friday, May 4

BALTIMORE SCHEDULE

9:30 to 10:30	10:45 to 11:45	12:00 to 1:30 p.m.	1:30 to 2:30	2:45 to 3:45	4:30 to 6:00	8:00 to ????????
Processing for Beginners		<u>WELCOMING LUNCHEON</u>  <u>BRIEF REPORTS:</u> * Treasurer * Steering Committee  * Constitution and Bylaws * SAA Colloquium at Chicago April 12.	Cataloging for Beginners		<u>TOUR OF MARYLAND HISTORICAL SOCIETY</u>  B R W I A N L G K Y S I O H V O G E S	<u>MAIN BUSINESS MEETING</u>  <u>MAIN REPORTS:</u> * Treasurer * Steering Committee * Newsletter * Special Projects * Constitution and Bylaws * Nominations for Nominating Committee * Representatives to the SAA Colloquium  <u>CASH BAR MIXER</u>
Handling of Maps, Prints, Drawings	Do-it-yourself restoration and conservation of paper		Conservation and Physical security	Computer applications followed by tour at BRISC		
How to best assist the researcher.	Handling of photographs and related materials		Legal problems of the profession	Microfilming (at M.H.S.)		
Urban Archives	Problems of small historical societies		Major manuscript repositories	Standardization of Statistics		
Special Collections	Public records		Competition vs. cooperation in collecting	Setting up a small college archives		

Saturday, May 5

9:30 to 10:30	10:45 to 11:45	12:00 to 2:00 p.m.	2:00 to 3:00	3:15 to 4:15
Processing for Beginners		<u>CLOSING LUNCHEON</u>  * Continuation of business from Friday evening. * Elections for Nominating Committee	Cataloging for Beginners	
How to best assist the researcher (general principles)	Criteria for access to manuscript collections		Handling of non-manuscript items (printed)	Administering an oral history collection
Building a women's history collection	Building an ethnic collection		College and University Archives	<u>SPECIAL PROJECTS HAPPENING</u>
Conducting an oral history interview	Bicentennial of the American Revolution		Preparation and publishing of guides to manuscript collections	
Subject cataloging	Motion picture archives		Do-it-yourself restoration and conservation of paper	

All sessions will be at the Holiday Inn unless otherwise specified on this program.

## ✓ LOCAL ARRANGEMENTS

Mary Boccaccio  
Adele Newburger  
Nancy Boles

## ✓ PROGRAM ARRANGEMENTS

Bob Devlin  
Arthur Breton  
Pat Williams  
Adele Newburger  
Craig Newton  
Don Harrison  
Alan Bain  
Phebe Jackson  
Gladys Coghlan  
Reed Abel  
Oscar Field III  
Vesta Lee Gordon

## ✓ EXHIBITS AND COFFEE

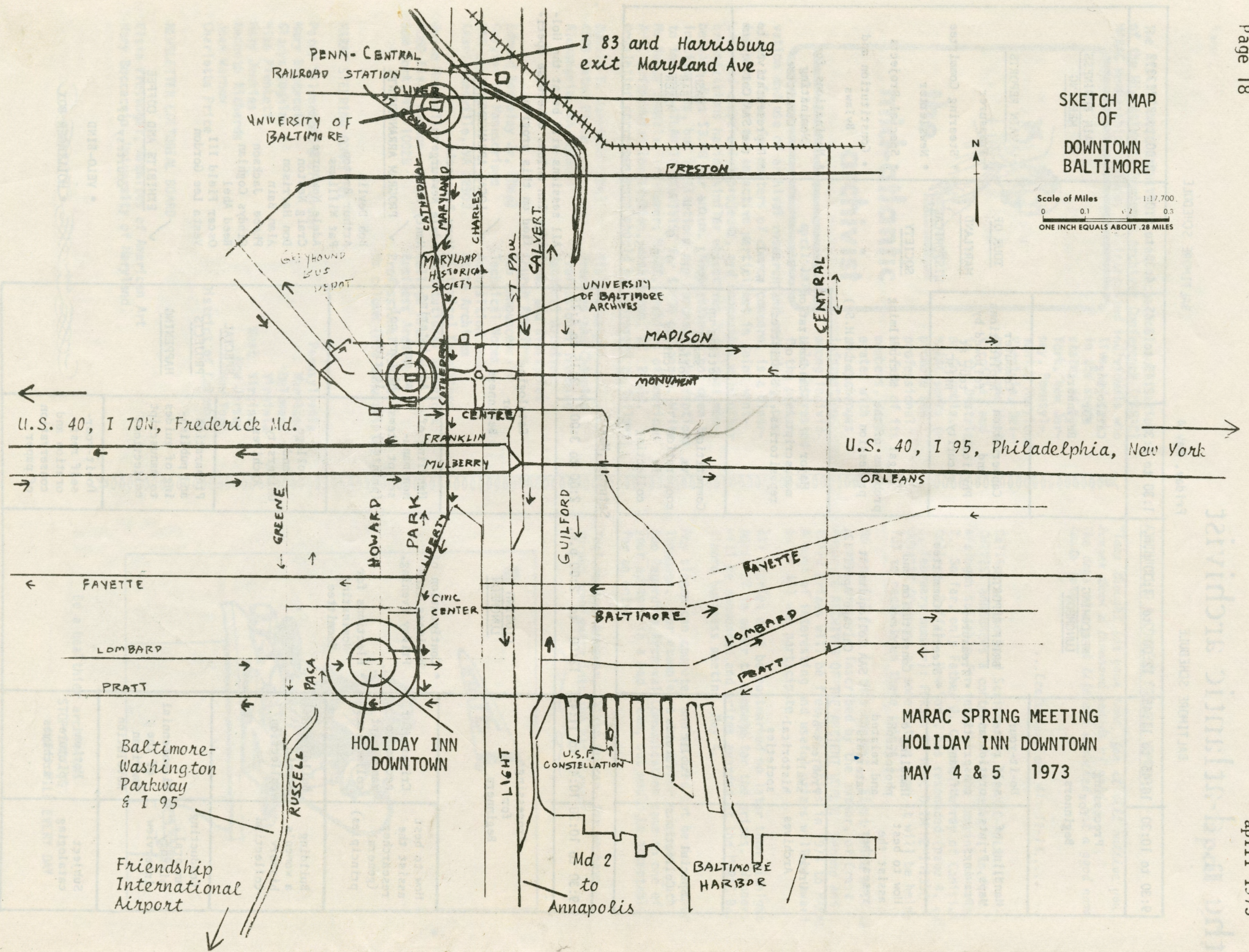
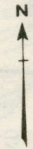
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- \* HOLLINGER BOX



# SKETCH MAP OF DOWNTOWN BALTIMORE

Scale of Miles 1:17,700  
0 0.1 0.2 0.3  
ONE INCH EQUALS ABOUT .28 MILES



MARAC SPRING MEETING  
HOLIDAY INN DOWNTOWN  
MAY 4 & 5 1973